BRAILLE AUTHORITY OF NORTH AMERICA
SPRING MEETING

Sunday, April 17, 2005: 1:00 PM – 5:00 PM
Monday, April 18, 2005: 9:00 AM – 5:00 PM
Tuesday, April 19, 2005: 9:00 AM – 4:00 PM

Hosted By
NATIONAL BRAILLE ASSOCIATION
DALLAS, TEXAS

MINUTES

1 Call to Order ..... Kim Charlson

Kim Charlson called the meeting to order at 1:05 PM on Sunday, April 17, 2005.

2 Welcome ..... Mary Archer
-

Mary Archer welcomed BANA to Dallas, following a very successful NBA Conference.

3 Seating of BANA Members and New Representatives: CCB ..... Kim Charlson

Pam Boss, skills instructor at Clovernook Center for the Blind in Memphis was seated as the new representative from the Clovernook Center for the Blind and Visually Impaired. Pam's term will expire in 2007.

4 Self-Introductions – BANA Representatives and Observers

BANA Representatives:
Kim Charlson, American Council of the Blind (ACB), Chair
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
Warren Figueiredo, American Printing House for the Blind (APH), Vice-Chair
Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) was absent due to a death in the family.
Mary (May) Davis, Associated Services for the Blind (ASB)
Carol Morrison, Braille Institute of America (BIA), Secretary
Darleen Bogart, Canadian National Institute for the Blind (CNIB)
Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH), Treasurer
Pam Boss, Clovernook Center for the Blind and Visually Impaired (CCBVI)
Mary Archer, National Braille Association (NBA)
Eileen Curran, National Braille Press (NBP)
Jennifer Dunnam, National Federation of the Blind (NFB)

Judy Dixon, National Library Service for the Blind and Physically Handicapped (NLS)
Mary Czepyha, Administrative Assistant

Observers:

Susan Christensen
Christina Clift
Mary Ann Damm
Bonnie Grimm.
Elizabeth Gross
Lucia Hasty
Robert Jacquiss
Betsy McBride
Diane Spence
Joanna Venneri
Bob Walling

5 Meeting Arrangements.....Mary Archer

Mary Archer explained the arrangements for meeting rooms and meals.

6 Board's Liability statement.....Carol Morrison

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorney's fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval.....Kim Charlson

MSC Mary Archer moved that the agenda be accepted. Passed unanimously.

8 Tactile Graphics Technical Committee .....Lucia Hasty

8.1 Report and Board Charges

Report read by Lucia Hasty and on file. Correction: the Draft letters (Charge 2) of the committee's spring 2005 report are Almost Done. The Committee is currently having a teleconference every Monday.

The draft Guidelines were discussed, with agreement that this is a strong first draft with good coverage of the material. Standardized Tests will have more information added; the Appendix will be larger, with resources. Production details include 14 pt. type, examples in each media, and some color graphics where needed (as, color-coded math, etc.). Comments from the Board are requested by the end of May in order to send out drafts for peer review in July with results to the Board by the first of September in anticipation of the November meeting.

MSC Pam Boss moved to authorize members of the Tactile Graphics Committee to present and use material from the DRAFT Guidelines at NBA and CNIB workshops in October. Passed unanimously.

MSC Warren Figueiredo moved to charge the Math Committee to work in conjunction with the Tactile Graphics Committee to include guidelines for all tactile graphics for mathematics. Passed unanimously.

MSC Frances Mary D'Andrea moved to charge the Formats Committee to review Section 5 of the Draft guidelines to be sure there is concordance with the current revisions being made by the Tactile Graphics Committee to the Tactile Graphics Guidelines. Passed unanimously.

MSC Frances Mary D'Andrea moved that the Tactile Graphics Committee be charged to identify and elaborate on Tactile Graphic format issues that might be changed to reflect best practices. Passed unanimously.

MSC Mary Archer moved to authorize funding for a Face-to-Face Tactile Graphics Committee meeting, in the amount of $1400. Passed unanimously.

[The Math Committee Report, Item #15, was inserted into the Agenda here, while Betsy McBride was in attendance.]

The meeting adjourned at 5:00 PM.

The Monday, April 18th meeting was called to order at 9:03 AM.

Observers:
Christina Clift
Elizabeth Gross
Joanna Venneri
Bob Walling

9 Braille Formats Technical Committee.....Lynnette Taylor

MSC Darleen Bogart moved that the Braille Formats Technical Committee be charged with developing formats for: 1) illustrations within exercises, 2) alphabetic plus numeric page numbers, 3) boxed material within boxed material, 4) items with more than one page number in a table of contents, and that these formats, which are all additions to the present guidelines, be published on the BANA website and in newsletters when they have gone through the BANA Board's approval procedures. E-mail vote to end 12-02-2004. Passed unanimously with Darleen Bogart voting affirmative after the deadline.

9.1 Report and Board Charges

Judy Dixon read the report and the report is on file. Discussion included suggestions that the examples not refer to specific rules or section numbers, to delay future obsolescence.

Further discussion: to change item #2 to “done”, to move #15 to Outreach, and to offer the question of stairstep table format to the Open Forum.

MSC See: Tactile Graphics, item 8.1 as a cross reference.

MSC Warren Figueiredo moved that the Formats Committee be charged with reinstating the optional use of linear tables. Passed unanimously.

MSC Warren Figueiredo moved to charge the Braille Formats Technical Committee with preparing copies of rule changes with examples to be submitted to BANA for approval in collaboration with Publications Committee. The committee's rationale for changes should be included in accompanying document. Passed unanimously.

MSC Judy Dixon moved to charge the Formats and Literary Committees to collaborate on adding “Transcription of” to the ISBN line on the title page. Passed unanimously.

10 Computer Technical Committee ..... Betty Teachman

10.1 Report and Board Charges

May Davis read the report, which is on file. After discussion, the Board recommended the addition of wording so that the phrase reads “In a **non-technical** literary transcription ”. After further discussion, the Board also agreed that computer code symbols should be treated as Special, since books use Literary, Nemeth and Music codes for text, and that examples should be added.

MSC Mary Archer moved to charge the Computer Braille Technical Committee to clarify How to Handle Spread Sheets with Column Headings. Passed unanimously.

MSC Warren Figueiredo moved that the Computer Braille Committee be charged to devise a method on how and when to transcribe screen shots. Passed unanimously.

MSC Judy Dixon moved to charge the Computer Braille Committee to review their Recommendation and suggest an existing order of CBC symbols to be used (i.e., a template), and a generic Transcriber Note regarding the use of lower numbers – to be done by September 30th. Passed unanimously.

11 Ad Hoc Committee on Early Literacy Materials Production .....Betsy Burnham

11.1 Report and Board Charges

Report read by Warren Figueiredo and on file.

MSC Warren Figueiredo moved that the Research Committee be charged to collaborate with the Ad Hoc Committee on Early Literacy Materials Production to develop field test materials. Passed unanimously.

12 Special Presentation: NIMAS & NIMAC
National Instructional Materials Accessibility Standards.....Mary Ann Siller, AFB

Mary Ann Siller, Project Manager of Solutions Forum, talked about the Northwest Vista Community College Project to be launched by the end of June, and the lack of a national infrastructure for getting textbooks to students on time. IDEA 2004 has been signed by President Bush and is now in the regulation-development process. It is estimated that it will take up to two years from adoption to implementation. The goal is to establish a standard, mandatory file format for electronic text to be used by transcribers for producing specialized formats. Publishers would be required to prepare files for this purpose.

A handout was provided, describing NIMAS related sections within IDEA 2004. The American Printing House for the Blind will be the repository center, but will not hold the Braille files, which will be available to the consumer. Since "people ties" are critical to state networking, several public meetings have been scheduled around the country to discuss development of
regulations.

13 Ad Hoc Foreign Language Committee.....Ann Kelt

13.1 Report and Board Charges

Report read by Eileen Curran and on file. To facilitate committee interaction with NBA, Mary Archer will contact Joanne Baldwin about sending examples to Ann Kelt for completion of the project.

14 Literary Technical Committee.....Martha Pamperin

14.1 Report and Board Charges

Report read by Darleen Bogart and on file.

MSC See: Formats Committee, item 9.1 for cross reference.

MSC Warren Figueiredo moved that the Literary Committee consider the entire set of symbols, other than contractions, making up English Braille as described in EBAE rather than the symbols proposed in BF only; and review the rules governing contractions for clarity and consistency. Passed unanimously.

MSC Darleen Bogart moved to clarify Charge 13 of the Literary Committee that: EBAE should contain all symbols available for use in American Literary Braille, with rules sufficient to insure maximum clarity and unambiguity. The Literary Committee shall prepare a list of all symbols for use as an appendix in Braille Formats and EBAE. The Literary Committee should include format guidelines written by the Braille Formats Committee as an appendix. EBAE Rule 3 should contain a description of symbols associated with formatting such as the page change indicator and boxing lines. Passed unanimously.

MSC Darleen Bogart moved that the Literary Committee Chair observe UEB and be aware of British Braille, especially recent and on-going developments, so that changes proposed do not add to the difficulties readers who use more than one literary code might have. Passed unanimously.

MSC Eileen Curran moved to establish an ad hoc committee to develop guidelines for uncontracted Braille transcription. Passed unanimously.

MSC Frances Mary D'Andrea moved to charge this ad hoc committee to develop guidelines for uncontracted Braille. Passed unanimously.

15 Mathematics Technical Committee ..... Betsy McBride

15.1 Report and Board Charges

Report read by Betsy McBride and on file. The Committee will have the Periodic Table, Stem & Leaf and Box & Whisker plots completed for the BANA Fall meeting. When getting graphing calculator ideas ready, they would like to present symbols and rules to consumers, just to see if it works for them.

MSC Eileen Curran moved that the Mathematics Committee review rules for degrees Fahrenheit, Celsius and Kelvin, and provide clarification. Passed unanimously.

MSC See: Tactile Graphics, item 8.1 for cross reference.

MSC See: Computer Technical Committee , item 10.1 (2 charges: spreadsheets and column headings, and screen shots) for cross reference.

MSC Darleen Bogart moved that the Mathematics Committee be charged with looking at additions and corrections to the Nemeth Code (Rule 24), regarding spatial arrangements and division problems; make a decision on which example is correct and create an updated errata document, by June 1st. Passed unanimously.

16 Music Technical Committee ..... Lawrence Smith

16.1 Report and Board Charges

Report read by Jennifer Dunnam and on file.

MSC Warren Figueiredo moved that the Music Committee be charged with authorization to study the actions of the Zurich meeting with a view toward recommending adoption of some or all of them for BANA. Passed unanimously.

17 Refreshable Braille Technical Committee ..... Caryn Navy

MSC Judy Dixon moved that Caryn Navy be appointed as the Chair of the BANA Refreshable Braille Technical Committee for a 4-year term, and that Mary Beth Metzger be appointed as a member of the committee for a 2-year term. E-mail vote to end 12-03-04. Passed unanimously.

17.1 Report and Board Charges

Report read by Judy Dixon and on file. A good conference call yielded the information for this report. No Board action is needed at this time.

18 By-Laws ..... Judy Dixon

No report

19 Outreach & Education Committee ..... Eileen Curran

The Open Forums have been successful; some varying opinions, especially regarding print page numbers. Two more forums are scheduled at ACB and NFB conferences in June and July, with others being planned, including GITWL, Baltimore in the Fall, and CTEVH next Spring. The Committee will investigate new issues and questions, and possibly a handout and a survey. Some topics may include: formats from BANA, NLS and CNIB for knitting and crochet patterns, and transcribing choices between tabular and linear material.

20 Publications Committee ..... Warren Figueiredo

Report read by Warren Figueiredo and the report is on file. Potential new BANA member inquiries have come from: the Council for Exceptional Children (CEC), and Tech-Adapt, Sharon Von See's business, which could join as an Associate member. Kim will appoint a membership committee to review potential applications when any applications come in.

20.1 Publications Guidelines

Bob Walling was seated, to make a formal request for standards in a possible

pamphlet of “Production Center Guidelines”

GC Defining the concept of "standards" (as in, “We meet BANA requirements *and* NLS standards.”) should be assigned to the Publications Committee.

20.2 BANA Logo & Graphics

Warren distributed examples of logo sizes – for binding edge, BANA approval, etc. Final graphics will be submitted for approval via e-mail.

20.3 BANA Brochures

Warren should be contacted by May 5th about any changes.

20.4 BANA Website

The Codebook data needs to be proofread – should be done by summer. Shodor site will be absorbed – also probably this summer.

21 Research Committee ..... Frances Mary D’Andrea

The list of topics has not changed. Diane Wormsley will be preparing Website information such as project updates and protocol, etc. The Mississippi Study and Wetzel Report have been published (i.e., Peer Review) and Alan Koenig’s article is coming out soon.

MSC See: Ad Hoc Committee on Early Literacy Materials Production, item 11.1 for cross reference.

MSC Mary Archer moved to create an Ad Hoc Committee on Braille Research, consisting of current BANA Research Committee members and outside research experts. Passed unanimously.

MSC Frances Mary D’Andrea moved that the existing Research Committee charge be carried over to the Ad Hoc Committee. Passed unanimously.

MSC Jennifer Dunnam moved that the field-testing Research charge be extended to the Ad Hoc Committee. Passed unanimously.

22 Strategic Planning Committee ..... Kim Charlson

No report at this time.

23 Secretary’s Report

23.1 Minutes – Fall 2004 ..... Carol Morrison

MSC Mary Archer moved that the minutes of the Fall 2004 BANA Board meeting be accepted with corrections. E-mail vote to end 01-25-05. Passed unanimously.

23.2 Certificates of Appreciation ..... Kim Charlson

Certificates were sent to Bettye Krolick, Ruby Ryles, Mary Lou Stark, and Bernard Krebs. A letter of thanks was sent to David Grimes. Bob Gotwals will receive a letter of thanks for service after we have the Shodor files.

23.3 Directory Update ..... Warren Figueiredo

All updates should be e-mailed to Warren.

23.4 BANA Exhibit ..... Warren Figueiredo

Sue Reilly and Warren Figueiredo are updating the exhibit trunk, and shipping the trunk using the new BANA credit card. One suggestion is to investigate getting a vertical banner (approximately $300).For CTEVH, Sue will try to secure a good location, and publicize the BANA meeting that immediately follows the conference to allow for interested observers.

23.5 Stationery ..... Warren Figueiredo

After the logos are approved, Warren will develop a Word template for BANA stationery.

23.6 BANA's Listservs ..... Kim Charlson

The listservs are currently up to date.

The meeting adjourned at 5:10 PM.

The Tuesday, April 19th meeting was called to order at 9:00 AM.

Observers:
Christina Clift
Joanna Venneri

24 Braille Code of Ethics ..... Kim Charlson

MSC Pam Boss moved that BANA adopt the National Braille Association's "Braille Transcriber's Code of Ethics". Passed unanimously.

25 Press Release ..... Warren Figueiredo

25.1 Fall 2004

MSC Warren Figueiredo moved that the elections, new members/committee chairs and Open Forum Press Release (with corrections) be distributed through the BANA Announce list and that a copy be placed on the BANA website. E-mail vote to end 01-04-05. Yes: FMD, WF, DW, CM, DG, MA, EC, JD, JD. Yes after deadline: DB. Not voting: SR.

25.2 Spring 2005

MSC Warren Figueiredo moved to approve the [Dallas Open Forum] March 2005 press release (with minor corrections). E-mail vote to end 03-31-05. Passed unanimously.

26 Treasurer's Report ..... Sue Reilly

MSC Frances Mary D'Andrea moved that BANA donate $50 to AER's Division 10 toward the purchase of a plaque on the APH Wall of Tribute to honor Drs. Alan Koenig and Cay Holbrook for their many contributions in support of Braille literacy. E-mail vote to end 11-30-04. Passed unanimously.

MSC Warren Figueiredo moved that BANA take out a half page ad ($150) for inclusion in the NBA 60th anniversary booklet. E-mail vote to end 01-14-05. Passed unanimously.

26.1 2004 year-end financial Statement
On file

26.2 Financial statements for 2004 year-to-date
Statements on file – read by Sue Reilly

27 BANA Historian ..... Eileen Curran
No report at this time.

28 UEB Update ..... Darleen Bogart

A letter was received from NBA (04-13-05) opposing UEBC in the United States. The Contraction Committee is considering bridging of syllables. The committee goes with British bridging more than American non-bridging. More of this information will be shared on line with the Board. The Formats Committee is discussing headings. The UEB Committee is considering dropping the short-form for "o'clock". Canada has strong opposition from CARE organization (producers) who had a recent telephone conference, but nothing was resolved. Other committees (including Linguistics) need more American members.

29 International Braille Organizations

29.1 World Braille Council.....Darleen Bogart
No report at this time.

29.2 WBU North American/Caribbean Region.....Kim Charlson
A Preliminary Report on the Braille Music Survey launched by the NA/Caribbean WBU was read by Jennifer Dunnam, and is on file. Results will lead to future project planning.

29.3 WBU Survey on Braille Music.....Kim Charlson
See: 29.2

29.4 French Braille unification update.....Darleen Bogart
No report at this time.

30 Unfinished Business

30.1 AFB Solutions Forum..... Frances Mary D'Andrea

The Northwest Vista Course on preparing source files to transcribe Publisher Files has one blind enrollee. The self-paced, on-line course (for blind or sighted students) is being peer-reviewed and pilot-tested.

31 New Business.....Kim Charlson

MSC Warren Figueiredo moved that BANA grant permission to Resources for the Blind to use the content of any codebooks to which BANA holds copyright in the development of Filipino Braille codes and instructional materials by requiring the following language to be placed in any relevant publications: "The Braille Authority of North America has expressly granted permission to Resources for the Blind, Manila, Philippines to use, copy or modify sections of any codebook to which BANA holds copyright for exclusive use within the Philippines." E-mail vote to end 02-10-05. Passed unanimously.

Kim reported on a recent meeting in Baltimore addressing the status of the Literary Braille Competency Test. Among attendees were: Kim Charlson (BANA), Mary Archer (NBA), Marc Maurer (NFB), Mark Riccobono (Jernigan Institute), Sheila Amato (CEC), Fred Schroeder, Ron Gardner, Diane Wormsley (AER), David Ross (CEC) Kurt Cylke and Bob Fistick (NLS). One version of the actual test was accidentally sent out to a small number of people instead of the Sample Test. The purpose of the test was focused on determining a basic level of Braille competency for teachers of the visually impaired. Fred Schroeder and Diane Wormsley will be co-facilitators of the group working to redevelop both the test and an accompanying curriculum. The original test was deemed to be extremely difficult. Information will

be gathered on various state requirements for certification, with particular regard to validation and relevance. The next meeting is planned for August 8 and 9.

Judy Dixon reported on her attendance at the Goals for Achieving Math Accessibility (GAMA) meeting, held at the National Federation of the Blind headquarters in Baltimore. The meeting focused on higher level math software and tactile graphics. Among attendees were: Gaylen Kapperman, Steve Landau (TAEVIS), and John Gardner (TIGER). There were demonstrations of MathSpeak and Henter Virtual Pencil, etc. Discussions included graphic calculator, reverse translation of Nemeth, other codes for math (such as Dots Plus and UEB) and how blind people can do math.

Further discussion took place on ISBN numbers, since the Library of Congress Cataloging Department and the International Standards Organization (ISO) will be changing over to the use of specific ISBN's for different and separate versions and formats of a title, such as print, Braille, large type or electronic versions. The Recommendation to the Braille Formats Committee is that the ISBN number should be specific for the format being transcribed or produced. Judy Dixon contacted Bob Axtell (LC/NLS) for a recommended language. His recommendation was to indicate "Transcription of ISBN "

Kim Reported on a pending situationNLS in Puerto Rico that has developed where two different Braille transcribing producers are using BANA Spanish Foreign Language and Spanish Braille. The Puerto Rican Department of Education has recommended the use of Spanish Braille code not BANA code. Nemeth and CBC appear to be the big issues. "American Spanish Braille" may not be the most appropriate choice based on where they get the majority of their Braille materials. Kim will continue to monitor the situation and keep the board informed.

32 Around the Table ..... All BANA representatives

The representatives reported on the news from their respective organizations.

33 Future BANA meetings ..... Kim Charlson

Fall 2005 – NFB Baltimore November 3-6.
Thursday morning tour, Board meeting 1-5
Friday Board meeting 9-5 (including Technology Demo /film presentation)
Saturday Board meeting 9-1
Saturday Open Forum 2-4
Sunday Board meeting 9-1.

Spring 2006 – BIA Anaheim Marriott, March 12-14 (Sunday – Tuesday). (Follows CTEVH March 10-12, Friday – Sunday.)
Sunday Open Forum 10:30 AM (part of CTEVH workshop schedule)
Sunday Board meeting 3-6 PM

Monday and Tuesday Board meetings 9-5, with continental breakfasts and order-in lunches. Monday evening reception/dinner/tour at BIA, Los Angeles. 7:30 PM.

Fall 2006 – AER
Spring 2007 – APH
Fall 2007 – ASB
Spring 2008 –NLS
Fall 2008 – NBP
Spring 2009 – CTEVH
Fall 2009 – AFB
Spring 2010 – ACB
Fall 2010 – CNIB
Spring 2011 – CCBVI
Fall 2011 – NBA

34 Adjournment ..... Kim Charlson

Meeting Adjourned at 3:50 PM.

Submitted by
Carol Morrison, Secretary